

Date: February 24, 2003

To: Chairman Getman and Commissioners Downey, Knox, and Swanson

From: Mark Krausse, Executive Director

### EXECUTIVE DIRECTOR'S REPORT

This is a summary of administrative and division activity since the report sent to you prior to the January Commission meeting.

#### A. PERSONNEL/BUDGET

Marie Fain, an analyst in the Legal Division, has announced that she will retire at the end of this month after just over a year with the Commission. We extend to Marie our sincere wishes of health and happiness in her retirement.

The Commission's budget will be reviewed by the Senate Committee on Budget and Fiscal Review on Wednesday, April 30<sup>th</sup>. No hearing on the agency's budget has yet been scheduled by the Assembly Budget Committee.

#### B. STAFF PROJECTS AND ACTIVITIES

The Public Education Unit has completed substantial work on improving the accessibility of the Form 700 (Statement of Economic Interests) for the blind and visually impaired. Publications Editor Jon Matthews spent many hours learning about the current technology in this area and did a great deal of work to improve the form's accessibility in advance of the March and April filing deadlines. Jon is also working on the latest quarterly Bulletin and other projects.

The Technical Assistance Division conducted candidate/treasurer seminars in Napa, Norwalk, and Pasadena, and a general PRA overview presentation for the California State Sheriffs' Association in Sacramento. TA held three conflict-of-interest code seminars and four SEI filing officer seminars, all here at the Commission's offices. They also provided two telephone outreaches, one with the City of Costa Mesa and the other with the North County Transit District in San Diego County.

The Legal Division's Counsel Scott Tocher provided a conflict-of-interest seminar to approximately 40 individuals at the San Diego Port Authority in February. In addition, Mr. Tocher's presentation was broadcast on closed-circuit television to staff throughout the agency.

## Executive Director's Report – Page 2

February 24, 2003

The Administration Division's Curtis Cadwallader, with the assistance of Jon Matthews and Jason Painter of Public Education Unit, has developed an email list server for use in distributing regular agency publications, such as the monthly agenda, quarterly *Bulletin*, and interested persons notices. This will allow the agency to continue to phase out paper publications, thus saving on the cost of paper, reproduction and postage.

### C. CONFLICT OF INTEREST CODES/AMENDMENTS

I approved the following conflict-of-interest code amendments in January and February:

Personnel Administration, State Department of

### D. FINDINGS OF PROBABLE CAUSE

No findings of probable cause were made in January or February.

### E. REQUESTS FOR EXTENSION OF COMMITTEE TERMINATION

Pursuant to regulation 18404.1, campaign committees that faced termination by December 31, 2002, but desired an extension of that deadline were required to submit a request to the Executive Director by December 1, 2002. Changes to the disposition of these requests in January and February were:

Hentschel, Noel Irwin (980051) The candidate appealed the Executive Director's denial of a request for extension to the Chairman, who granted the request for a term of six months.

Ray, Steve (992318) The candidate appealed the Executive Director's denial of a request for extension to the Chairman, who granted the request for a term of three months.